

# Supplier Code of Conduct



At adapa, the company and each individual employee work with dedication each day to identify new avenues in the flexible packaging industry and to break new ground. We strive to be leaders in sustainability – a commitment that goes far beyond our technology development. It is in our core values to make responsible use of the planet's resources, meet the highest social standards and embody ethical integrity not only in our business – but the supply chain. Therefore we expect our suppliers to conduct business responsibly as well.

This document demonstrates an excerpt of fundamental principles from our Group Code of Conduct. As we put the highest standards to our Group, we expect our suppliers to adhere to and comply to the following set of minimum requirements. These are based on the ten principles of the United Nations Global Compact and the core labor standards of the International Labor Organization. By accepting this Code, the supplier confirms to fulfill the respective requirements.

This document was approved by our management board on 05/11/2020. This document has been created digitally and is valid without a signature.



## **1. Business Integrity**

### **1.1. Fundamental ethical principles**

adapa as an internationally operating corporation is fully committed to the basic ethical values of respect and appreciation, integrity, responsibility and team spirit. We demand this attitude also from our suppliers.

### **1.2. Compliance with laws and regulations**

The applicable laws and regulations of the respective countries that the supplier operates in, must be complied with.

### **1.3. Anti-bribery and corruption**

adapa is committed to fair competition and fighting corruption. We expect our suppliers also to adhere to all national and international anticorruption laws, such as the United Nations Convention Against Corruption. Bribery and accepting and granting benefits are forms of corruption.

### **1.4. Privacy and Information security**

The supplier commits to comply with all applicable privacy and data protection regulations and ensures that the collection, processing and use of personal data are carried out exclusively within the legally permitted and operationally necessary scope.

## **2. Labor Standards**

### **2.1. Non-discrimination and non-harassment**

Not any form of discrimination based on ethnicity, color, religion, gender, age, origin, nationality, disability or sexual orientation shall be tolerated by the supplier. This includes any form of (sexual) harassment, insults, aggression, hurtful or indecent behavior.

### **2.2. Forced labor**

Under no circumstances the supplier will use forced or involuntary labor.

### **2.3. Child labor**

The supplier shall not tolerate any instances of child labor (any person below the age of 15). For workers above the legal minimum working age but below the age of 18, there must be special protections in place as well as appropriate training and supervision for their work tasks.

### **2.4. Acceptance and granting of incentives, gifts and favors**

The principle not to offer or grant as well as demand or accept any payments or gifts to or from business partners for the purpose of obtaining special advantages shall be observed by the supplier.

### **2.5. Working hours**

The supplier complies with all applicable laws regarding regular working hours, rest periods and overtime hours.

## **3. Health & Safety**

The supplier shall have an operational Health & Safety program in place that meets the requirements of applicable laws and regulations.

The safety and quality of delivered products must meet the standards required by applicable law.



#### **4. Environment**

The supplier shall take great efforts to work as conservatively as possible with respect to energy, natural resources and environmental protection.

Compliance with legal requirements and other requirements relating to environmental impact as well as its regular review and assessment is expected from the supplier.

#### **Confirmation to be signed by the supplier**

I hereby confirm to fulfill the respective requirements.

Supplier legal entity:

Supplier address:

Name:

Title/Function:

Date:

Supplier Signature

Any conflict with this code of conduct shall be reported on our whistle-blowing platform:

<https://schurflexibles.eqs-integrity.org>

adapa reserves the right to update this document if necessary. The validity and binding nature of previous versions already signed remain in force at all times.